



PERSONAL ATTENDANT CARE INC.
 1650 DUNDAS ST. E. SUITE 200
 WHITBY, ON L1N 2K8
 Telephone (905) 576-5603
 Fax (905) 576-8020

		Operational Procedure Number 6:06
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DEPARTMENT		Human Resources
SUBJECT		Personnel Files
APPROVED BY (signature)	CHIEF EXECUTIVE OFFICER	<i>V. Carter</i>
APPROVED DATE		September 29, 1999
REVIEWED BY (Title & Signature)		Pamela DeRaaf, CHRP, Human Resource Manager
REVIEW DATE		September 2009

OPERATIONAL PROCEDURES

Preamble

Personal Attendant Care Inc. is in compliance with all legislation governing the collection and security of personnel information and records. This Operational Procedure has been established to protect and safeguard the privacy of employees' personal information to the fullest extent possible, consistent with business and legal practices.

Procedures

1. Personal Attendant Care Inc. collects, maintains, and uses employee personal information in such a manner as to ensure its accuracy and relevancy, preserve the confidentiality of the information, satisfy business needs, and conform to applicable legal requirements.
2. Personnel files are maintained in a secured area and managed by the Human Resources Department. Access to personnel files is restricted to Human Resource Manager and Chief Executive Officer. Computerized information in the Human Resources Information System (H.R.I.S) is managed by the department and only accessible by code numbers assigned by the Human Resource department. To preserve privacy, only those who have a legitimate "need to know" may have access to employee information. Only performance related information will be accessible to other departments. The disclosure of such data is governed by company policy.
3. Personnel files are reviewed by the Human Resource Manager to ensure that only pertinent and necessary data is kept.
4. The information contained in the personnel file is considered the property of Personal Attendant Care Inc. however; an employee may request to review giving 24 hours notice and in the presence of the Human Resource Manager or Chief Executive Officer. An employee may request copies of their personnel file.

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6. All employees of Personal Attendant Care Inc. are required to submit an updated "Employee Profile" in January of each year of employment to ensure the accuracy of personal information.
7. If any personnel data has changed, notify the Human Resource Manager. It is the responsibility of each employee to promptly notify Personal Attendant Care Inc. if personal information changes such as mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports.
8. The personnel file contains only documentation that pertains to and is officially used to record or affect qualification for employment, promotion, compensation increase, termination, or disciplinary action, such as:
 - a. Employment applications, resumes, employment offer letters, acceptance letters etc.
 - b. Wages or salary information.
 - c. Documentation of compensation changes, hire date, job titles, seniority, birth date, authorization for pay deductions and withholdings, etc.
 - d. Commendations, disciplinary warnings, etc.
 - e. Fringe benefit information.
 - f. Retirement records.
 - g. Performance evaluations.
 - h. Educational information from colleges, technical schools, company courses etc.
9. Personnel information that is secured in a separate secured file;
 - a. Resume and or employment application and letters of reference.
 - b. Information that would disclose personal information about another individual.
 - c. Criminal Reference Checks.
 - d. Copy of driver's license and automobile insurance.
 - e. Workplace Safety Insurance Board documentation.
 - f. Medical clearance and physician's notes.
10. If required by federal or provincial law, applicants and employees are advised, prior to the preparation of an investigative report by an outside agency, that such a report on them may be prepared.
11. Terminated employees' files will be kept in a secured area for one year. After one year the files will be sent for off-site storage and maintained for seven years from the day of termination and then shredded to maintain confidentiality protocol.

Attached Forms

Employee Profile

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